

LANCASTER COUNTY

COUNTY-CITY BUILDING Telephone: (402) 441-7410
LINCOLN, NEBRASKA 68508 FAX : (402) 441-6513
BOARD OF COMMISSIONERS

ADDENDUM #2

Issue Date: 07/03/03

SPECIFICATION NO. 03-180

FOR

CONVERSION OF DIGITAL IMAGES TO MICROFILM

Addenda (or addendum if singular) are written instruments issued by the County prior to the date for receipt of offers which will modify or interpret the specification document by addition, deletion, clarification or correction. Please acknowledge receipt of this addendum in the space provided on your bidding document.

Be advised of the following changes to the County's specification and bidding documents:

1. QUESTION: The Contractor Data Sheet references "Annual Requirements for Vehicle Cleaning & Related Services". Are we using the Correct form? Is this just a misprint?
ANSWER: You are correct, this is a clerical error in assembling the bidding documents. Please just cross off the Header referencing Vehicle Cleaning and hand correct to "Conversion of Digital Images to Microfilm", and complete as requested.
2. QUESTION: Where should we list our three (3) references? There was not a sheet attached referencing this information?
ANSWER: Attach to your bid, on your company letterhead a list of three references for similar size and type of work. Include Company Name, Address, Contact, Project Description, When performed (Mo/Yr) and approximate job size.
3. QUESTION: Do you use an 8-bit naming convention with a tif extension? If not, please describe your naming convention.
ANSWER: The naming convention varies with the project. We are normally using our retrieval identifier as a file name. For example, different projects scanned, include a 8 digit instrument number, a 9 digit social security number, an 8 digit case number, a last name - first name, and an 8 digit incident number. The file names have a tif extension and future projects may include a pdf extension. In short, we use long file names of varying length with a tif extension.
4. QUESTION: Is there a required reduction ratio?
ANSWER: 32:1

All other terms, conditions and requirements of the request remain the same as originally indicated in the document or as modified on previous addenda.

Kathy A. Smith
Assistant Purchasing Agent

COMMISSIONERS

DEB SCHORR * LARRY HUDKINS * RAY STEVENS * BERNIE HEIER * BOB WORKMAN

KERRY EAGAN, Chief Administrative Officer